



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Wetlands & Waterways  
**BRP WPA Form 3 - Notice of Intent**  
**Instructions and Supporting Materials**

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**Instructions for Completing Application**  
**WPA Form 3 – Notice of Intent**

Please read these instructions before completing the Notice of Intent application form (WPA Form 3). These instructions cover certain items on the Notice of Intent form that are not self-explanatory.

**Purpose of the Notice of Intent (NOI)**

To protect the Commonwealth's wetland resources, the Massachusetts Wetlands Protection Act (General Law Chapter 131, Section 40) prohibits the removal, dredging, filling, or altering of wetlands without a permit. To obtain a permit (called an Order of Conditions), a project proponent must submit an application to the Conservation Commission and the Department of Environmental Protection (the Department). The Notice of Intent application provides the Conservation Commission and the Department with a complete and accurate description of the:

- **Site:** including the type and boundaries of resource areas under the Wetlands Protection Act, and
- **Proposed work:** including all measures and designs proposed to meet the performance standards described in the Wetlands Protection Act Regulations, 310 Code of Massachusetts Regulations (CMR) 10.00, for each applicable resource area.

The applicant is responsible for providing the information required for the review of this application to the permit issuing authority (Conservation Commission or the Department). The submittal of a complete and accurate description of the site and project will minimize requests for additional information by the issuing authority that may result in an unnecessary delay in the issuance of an Order of Conditions.

To complete this form, the applicant should refer to the wetlands regulations (310 CMR 10.00), which can be obtained from the Department's web site: <http://www.mass.gov/dep/brp/ww/regs.htm>. Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the Department's Regional Service Centers (see the last page of these instructions for locations of regional offices and the communities they serve). Regulations also are available for sale from the State House Bookstore in Boston (617-727-2834) and State House Bookstore West in Springfield (413-784-1378).

**Requirements for Professional Services**

The issuing authority may require that supporting plans and calculations be prepared and stamped by a registered professional engineer (PE) when, in its judgment, the complexity of the proposed work warrants this certification. Examples of information likely to require certification by a PE include: hydraulic and hydrologic calculations; critical elevations and inverts; and drawings for water control structures such as head walls, dams, and retention areas.

The issuing authority also may require that supporting materials be prepared by other professionals including, but not limited to, a registered architect, registered landscape architect, registered land surveyor, registered sanitarian, biologist, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.

**Completing WPA Form 3**

Leave the box located at the upper right hand corner of page 1 of NOI blank. This box contains the words: "DEP File Number" and "Document Transaction Number". The DEP File Number for this project will be issued to the Conservation Commission by the Department's regional office. Once issued, all subsequent correspondence on the project should reference the DEP file number.



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**Electronic filers** (now limited to businesses registered with the Department) will automatically be issued a Document Transaction Number upon completing an electronic NOI form. This number must be placed on plans and all other NOI attachments that are not part of the electronic NOI form; these attachments must be delivered in hard copy to the Department since only the NOI form itself will be sent to the Department electronically. See also instructions to NOI Section E and G, below.

*Electronic filers* should also note that they will only be given access to certain portions of the electronic NOI as they fill it out. For example, they must complete the “Section A General Information” portion of the NOI and then close and “validate” that section before the next part of the NOI form will appear on the screen. This procedure reduces downloading time for the NOI form, which would otherwise be extensive.

### Instructions to Section A: General Information

Item 1. Project Location. The map or plat, parcel, and lot numbers must be included if the lot subject to the NOI does not contain a residence, school, or commercial or industrial establishment, or if the lot is being subdivided.

**Electronic filers** (now limited to businesses registered with the Department) must click on the button next to Item 1 and use the GIS locator to identify the project site.

Item 3. Property Owner. If there is more than one property owner, a list of additional property owners should be attached to the Notice of Intent.

Item 5. Total Wetlands Protection Act Fee Paid. Instructions regarding calculations of fees are explained in Section F, below.

Item 6. General Project Description. The applicant should provide a brief description of the project. Describe, and show on accompanying maps and plans, both existing and proposed site conditions, including temporary construction impacts, replication areas, and/or other mitigation measures. Attach maps, plans, and other documents identifying proposed activities and their location relative to the boundaries of each wetland resource area and Buffer Zone (if applicable).

Item 8. Property Recorded at the Registry of Deeds. For Multiple Parcels, additional book and page numbers should be attached to the Notice of Intent.

Item 9. Buffer Zone Only. The **boundary of the buffer zone** is determined by measuring 100 feet horizontally from the outer (landward) boundaries of bordering vegetated wetland; inland or coastal bank; coastal or barrier beach; rocky intertidal shore, salt marsh, and/or coastal dune. See Instructions to Section B, below, to determine the outer boundaries of these resource areas. If you check the “Yes” box under Section A, Item 9 (indicating that the project is entirely in the Buffer Zone), you may skip Section B of the Notice of Intent (Resource Area Effects) and go directly to Section C (Bordering Vegetated Wetland Delineation Methodology).

### Instructions to Section B: Resource Area Effects

To determine the size and location of any impacts that a proposed project may have on each wetland resource area, first determine the resource area boundaries.

Item 1. The **boundaries of inland resource areas** in Items 1a through f can be determined by reference to the wetlands regulations, subsection (2), “Definitions, Critical Characteristics, and Boundaries,” for each resource area covered under 310 CMR 10.54 - 10.58. The Riverfront Area, listed in Item 1f, also can be a coastal resource area. The width of the Riverfront Area is described in 310 CMR 10.58(2)(a)3, and the methods for determining the Mean Annual High-Water Line (which is the inner boundary) are found in 310 CMR 10.58(2)(a)2 and 10.58(2)(c).



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Item 2. The **boundaries of coastal resource areas** (in Items 2a-k can be determined by reference to 310 CMR 10.25 – 10.35, and to the definitions found in 310 CMR 10.04 and 10.23, and M.G.L. c. 131, § 40. Land Subject to Coastal Storm Flowage is defined in the Wetlands Protection Act (M.G.L. c. 131, § 40); there are no performance standards pertaining to this resource area.

Once you have identified the resource areas and located the components of the proposed project in each such area, you must indicate on the Notice of Intent the size of the proposed alterations (and any replacement areas) in each resource area. **Replacement area standards**, if any, are included in the performance standards for each resource area, discussed in the paragraph below. See also the Department's "Massachusetts Inland Wetland Replication Guidelines", March 2002 (available on DEP website at: <http://www.mass.gov/dep/brp/www/policy.htm#guidelines>).

You must also attach to the Notice of Intent a narrative and any supporting documentation describing how the project will meet all **performance standards** for each of the resource areas altered, including standards requiring consideration of alternative project design or location. The wetland regulations describe the type and extent of work that may be permitted in resource areas, called performance standards. Proposed work must meet these standards.

Item 1. **Performance standards for inland resource areas**, including the Riverfront Area (which can be either inland or coastal) are described in the Wetland regulations, subsection 3: "General Performance Standards" for each resource area covered under 310 CMR 10.54 - 58. Among other performance standards, **alternatives analyses** are required for all projects in the Riverfront Area. Detailed requirements for the evaluation of alternatives to proposed work in Riverfront Area are described at 310 CMR 10.58(4).

Item 2. **Performance standards for coastal resource areas** (excluding Riverfront Area) are described in various subsections within 310 CMR 10.25 – 10.35.

Item 3. **Limited Projects** are categories of activities specified in the regulations at 310 CMR 10.24(7) and 10.53(3) – (6), which can proceed at the discretion of the issuing authority without fully meeting the resource area performance standards. **Performance standards for limited projects** are described in the regulations at 310 CMR 10.24(7) and 10.53(3)-(6). An **alternatives analysis** performance standard is required for most limited projects.

### **Instructions to Section C: Bordering Vegetated Wetland Delineation Methodology**

If the Conservation Commission or the Department has issued a Final Order of Resource Area Delineation that confirms the BVW boundary delineation, submit the Order with the Notice of Intent application. Otherwise, use one of the methods indicated in Section C to determine the boundaries of Bordering Vegetated Wetlands (BVW). On the NOI form, check all the methods that were used to determine the boundary. These methods are discussed in the wetland regulation at 310 CMR 10.55(2)(c). When undertaking BVW delineations, whether by vegetation alone or by vegetation and other indicators of wetland hydrology, applicants are encouraged to use the Department's BVW Handbook: *Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act* (1995). This document is available at the DEP website at <http://www.mass.gov/dep/brp/www/wwwpubs.htm> or for purchase from the State House Bookstore in Boston (617-727-2834) and State House Bookstore West in Springfield (413-784-1378). The Department encourages applicants to complete the BVW Field Data Form contained in the handbook and submit it with the Notice of Intent. If detailed vegetative assessments are not required for a particular site, the reasons should be noted on the Field Data Form.

In addition to checking the appropriate boxes on the NOI form relating to BVW Boundary Delineation, projects affecting other resource areas should describe in a narrative attachment how those boundaries were delineated.



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### Instructions to Section D. Other Applicable standards and requirements

Item 1. Rare Wetland Wildlife Habitat. Except for Designated Port Areas, no work may be permitted in any resource area subject to the Act that would have adverse effects on the habitat of rare, “state-listed” vertebrate or invertebrate animal species. The applicant must contact the Conservation Commission to see if the proposed work (including work in the Buffer Zone) is within estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetlands Wildlife (if any) published by the Massachusetts Natural Heritage and Endangered Species Program. If the proposed work is located within such an area, the applicant must send the Natural Heritage Program (Natural Heritage and Endangered Species Program, MA Division of Fisheries and Wildlife, Route 135, North Drive, Westborough, MA 01581 508.792.7270) a copy of the Notice of Intent by certified mail or priority mail (or otherwise sent in a manner that guarantees delivery within two days), no later than the date of the filing of the Notice of Intent with the Conservation Commission and the Department. Evidence of mailing to the Natural Heritage Program (such as Certified Mail Receipt or Certificate of Mailing for Priority Mail) must be submitted to the Conservation Commission and the Department’s Regional Office along with the Notice of Intent.

Item 2. Coastal Projects. The **mean high water line** in coastal areas is described in the regulatory definitions at 310 CMR 10.23. The definition of **anadromous/catadromous “fish runs”** is found at 310 CMR 10.35(2). If the proposed work is located in either such area, the applicant must send the Massachusetts Division of Marine Fisheries (251 Causeway St., Suite 400, Boston, MA 02114) a copy of the Notice of Intent by certified mail or priority mail (or otherwise sent in a manner that guarantees delivery within two days) no later than the date of the filing of the Notice of Intent with the Conservation Commission and the Department. Evidence of mailing to the Division of Marine Fisheries (such as certified mail receipt or certificate of mailing for priority mail) must be submitted to the Conservation Commission and the Department’s Regional Office along with the Notice of Intent.

Item 3. Areas of Critical Environmental Concern. If the project is proposed in one of the communities listed in the next to the last page of these Instructions (also listed at the Department’s web site: [www.mass.gov/dep](http://www.mass.gov/dep)), the project may be located in an Area of Critical Environmental Concern (ACEC). To confirm whether the project location is in an ACEC, contact the Conservation Commission or the MA Department of Conservation & Recreation (formerly the Department of Environmental Management) ACEC Program at:

251 Causeway St., Suite 600  
Boston, MA 02114  
617.626.1394

The ACEC Program also may be contacted for additional information or to verify new ACEC designations.

Item 4. Restriction Orders. If any portion of the proposed project is located on a site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131 § 40A) or Coastal Wetlands Restriction Act (M.G.L. c. 130 § 105), attach a copy of the order to the Notice of Intent. To determine if a Wetlands Restriction Order exists for the site, contact the Conservation Commission or the Department’s Regional Office (see list of regional offices and the municipalities they serve on the last page of these Instructions).

Item 5. Exemptions. Exemptions are allowed under the Wetlands Protection Act for certain mosquito control, commercial cranberry bogs, agricultural, and aquacultural projects and for projects authorized by Special Act prior to 1/1/73. These exemptions are defined, in part, in the 310 CMR 10.03(6) and in the definitions of agriculture and aquaculture in 310 CMR 10.04. In addition, there are exemptions for certain stormwater management projects



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(310 CMR 10.02(3)); specific minor activities in the Buffer Zone (310 CMR 10.02(2)(b)); and certain other projects in the Riverfront Area (310 CMR 10.58(6)(b)).

Item 6. Stormwater Management. According to DEP's Stormwater Policy (revised March 1997), certain projects require stormwater management measures. To determine if a project requires stormwater management, consult the policy which is included in the Department publications: *Stormwater Management Volume One: Stormwater Policy Handbook* (March 1997) and *Stormwater Management Volume Two: Stormwater Technical Handbook* (March 1997). These documents are available for purchase from the State House Bookstore (617/727-2834) and State House Bookstore West (413/784-1378) and also may be obtained from DEP's web site: <http://www.mass.gov/dep/brp/stormwtr/stormpub.htm#handbook>.

If stormwater management is required, applicants are encouraged to complete the attached Stormwater Management Form and submit it with the Notice of Intent to provide stormwater management information for Conservation Commission review consistent with the wetland regulations, 310 CMR 10.05(6)(b). The Department encourages engineers to use the form to certify that the project conforms with the Stormwater Policy and meets acceptable engineering standards. Recharge wells (e.g. dry wells, subsurface infiltrators, infiltration trenches, some infiltration basins) require an Underground Injection Control (UIC) registration from DEP. If the recharge wells are listed in the Stormwater Management Form, the final Order of Conditions will serve as the UIC registration. If the project includes recharge wells, but they are not listed in the NOI Attachment B, then a separate UIC registration must be obtained from DEP (see DEP Application Form WS-06 on the web at <http://www.mass.gov/dep/brp/dws/dwsforms.htm#uic>).

### Instructions to Section E: Additional Informational Requirements

All information listed in Section E of the Notice of Intent must be provided along with the Notice of Intent when it is filed with the conservation commission and the Department. **Electronic filers** must mail or otherwise deliver these materials and other attachments to the appropriate DEP Regional Office immediately after electronically submitting their Notice of Intent to the Department. All additional materials must contain the "Document Transaction Number" listed at the top of their Electronic NOI.

Plans should be of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work. The following guidelines are provided to encourage uniformity:

#### *Sheet Size*

- Maximum 24" x 36"
- If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act.

#### *Scale*

- Not more than 1" = 50'
- If plans are reduced, display graphical scales.

#### *Title Block*

- Included on all plans
- Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- Include original date plus additional space to reference the title and dates of revised plans.

Material identifying and explaining the determination of resource area boundaries. Such materials must cover each resource area altered, not just bordering vegetated wetland.





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In addition to the items listed in Section E of the Notice of Intent, applicants may also be required to attach the following items:

- Unless the proposed project is located entirely within the buffer zone, applicants must submit a narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location (as required by Section B of the NOI – see Instructions to Section B, above).
- If a wetland restriction order applies to the property, applicants must submit a copy of that order with their NOI (as required by Section D, Item 4 of the NOI).

### Instructions to Section F: Fees

A wetland application filing fee must accompany the Notice of Intent. The fee is based on the category of the proposed activity (described in 310 CMR 10.03(7)) and the resource area to be impacted by the activity. To calculate the filing fee, follow the instructions to the NOI Wetland Fee Transmittal Form, below.

In summary, the total filing fee for a Notice of Intent that involves more than one activity is determined by adding the fees for each proposed activity. When work is proposed in the Riverfront Area, as well as another resource area or their Buffer Zones, add 50% to the fee for each activity in the Riverfront Area. For activities exclusively within the Riverfront Area, and not within other resource areas or their Buffer Zones, the fee is determined by adding the amounts for each proposed activity. The city/town share of the fee is the first \$25, plus half of the remaining total fee. The state share is half the total fee in excess of \$25.

Complete pages 1 and 2 of Attachment A and send them, along with a check for the state share of the filing fee, payable to *the Commonwealth of Massachusetts*, to DEP, Box 4062, Boston, MA 02211. Review of the Notice of Intent cannot begin until the fee is received.

Include check number and payor name information on the Notice of Intent to expedite fee payment confirmation.

No filing fee shall be assessed for projects of the Massachusetts Bay Transportation Authority, the Department of Environmental Protection, or cities and towns of the Commonwealth.

In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Contact the Conservation Commission for the municipality where the project is located regarding the procedure for public newspaper notice.

### Instructions to Section G: Signatures and Submittal Requirements

Signatures and Submittal Requirements. Follow the filing instructions on the form. The Notice of Intent must be sent to the appropriate DEP Regional Office (see list on the last page of these instructions). For additional filing requirements, see instructions for Section E, above. The original and copies must be sent simultaneously to the Conservation Commission and the Department. Failure by the applicant to send the copies in a timely manner may result in dismissal of the Notice of Intent application.



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**Electronic filers** (currently limited to businesses registered with the Department) will need to print out the completed NOI form, sign it, and submit it together with all attachments to the conservation commission. The NOI form itself is electronically submitted to the Department without a signature. NOI attachments must still be submitted to the Department in hard copy; each attachment must include the Document Transaction Number generated by the computer program in the upper right hand corner of the first page of the electronic NOI.

### Instructions for NOI Wetland Fee Transmittal Form. Calculating Wetland Filing Fees

The wetland filing fee should be calculated using the following steps. The examples listed for each step are based on a project that involves two driveway crossings through a Riverfront Area and Bordering Vegetated Wetland and six single family houses in Riverfront Area only.

**Step 1/Type of Activity:** Review plans and narrative to identify each activity in wetland resource areas and their applicable Buffer Zones. Example: driveway crossing and construction of a single family house.

**Step 2/Number of Activities:** Determine the number of each activity associated with the project. Example: driveway crossings and 6 single family homes.

**Step 3/Individual Activity Fee:** List the fee amount for each category of activity (see Category Activities and Fee, below) Example: Driveway crossing is a Category 2(f.) activity and is \$500 each. Construction of a single family house is a Category 2(a.) activity and is \$500 each.

**Step 4/Subtotal Activity Fee:** Determine the subtotal fee for each type of activity by multiplying the fee for the activity (Step 3) by the number of activities (Step 2). If the activity is within the Riverfront Area as well as another resource area or its Buffer Zone, add 50% to total fee (e.g., multiply the fee by 1.5). If the activity is located in a Riverfront Area only, apply the fee amount for the category without the additional 50%. Example: 2 (driveway crossings in BVW) x \$500 x 1.5 (for riverfront area) = \$1,500; 6 (single family homes) x \$500 = \$3,000.

**Step 5/Total Project Fee:** Add all the subtotals identified in Step 4 to determine the total fee. Example: \$1,500 + \$3,000 = \$4,500.

**Step 6/Fee Payments:** The state share of the fee is 50% of any filing fee in excess of \$25 (i.e., the state share can be determined by dividing the total fee in half and subtracting \$12.50); the remaining portion of the fee shall be made to the city or town (i.e., the City/Town share can be determined by dividing the total fee in half and adding \$12.50). Example: City/Town share: \$2,262.50; state share: \$2,237.50.

### Category Activities and Fees

**Category 1** (Fee for each activity is **\$110**):

- a.) work on single family lot; addition, pool, etc.;
- b.) site work without a house;
- c.) control vegetation;
- d.) resource improvement;
- e.) work on septic system separate from house;
- f.) monitoring well activities minus roadway;
- g.) new agricultural or aquaculture projects.



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**Category 2** (Fee for each activity is **\$500**)

- a.) construction of single family house;
- b.) parking lot;
- c.) beach nourishment;
- d.) electric generating facility activities;
- e.) inland limited projects minus road crossings and agriculture;
- f.) each crossing for driveway to single family house;
- g.) each project source (storm drain) discharge;
- h.) control vegetation in development;
- i.) water level variations;
- j.) any other activity not in Category 1, 3, 4, 5 or 6;
- k.) water supply exploration.

**Category 3** (Fee for each activity is **\$1,050**)

- a.) site preparation (for development) beyond Notice of Intent scope;
- b.) each building (for development) including site;
- c.) road construction not crossing or driveway;
- d.) hazardous cleanup;
- e.) water supply development.

**Category 4** (Fee for each activity is **\$1,450**):

- a.) each crossing for development or commercial road;
- b.) dam, sluiceway, tidegate (safety) work;
- c.) landfills operation/closures;
- d.) sand and gravel operations;
- e.) railroad line construction;
- f.) bridge;
- g.) hazardous waste alterations to resource areas;
- h.) dredging;
- i.) package treatment plant and discharge;
- j.) airport tree clearing;
- k.) oil and/or hazardous material release response actions.

**Category 5** (Fee is **\$4 per linear foot**; total fee not less than \$100 or more than \$2,000):

- a.) work on docks, piers, revetments, dikes, etc. (coastal or inland).

**Category 6** (Fee is **\$2 per linear foot**; but not to exceed \$200 for activities associated with a single family house or \$2,000 for all other activities)

- a.) boundary delineations for Bordering Vegetated Wetlands.





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### Examples of How to Calculate Wetland Filing Fees

**Example 1:** New single family house with associated work located within Riverfront Area (RA) only:

There is one Category 2 activity (2.a., single family home construction and associated work).

Fee for home and associated work (RA):	= \$500
Total Fee:	\$500
Fee due City/Town:	\$262.50 (\$500/2 + \$12.50)
Fee due State:	\$237.50 (\$500/2 - \$12.50)

**Example 2 :** Construction of 10 single family homes within a subdivision, eight of the homes are within a Riverfront Area (RA), and a portion of each of the two remaining homes are within Bordering Vegetated Wetland (BVW) and RA. There will be 4 stormwater discharges located within BVW's Buffer Zone. There also is one limited project access roadway reviewable under 310 CMR 10.53(3)(e) located in BVW and RA.

There are ten Category 2 projects (2(a.), 10 homes each involving work in a wetland resource area) and one Category 4 project 4(a.), limited project for access to residential subdivision). The fee for review of the stormwater discharges is included in Category 2(a.).

Fee for single family homes:

8 in RA (\$500 for each of the 8 homes)	= \$4,000
2 in BVW: \$1,000 x 1.5 (RA)	= \$1,500
Fee for limited project access: \$1,450 (BVW) x 1.5 (RA)	= \$2,175
Total Fee:	\$7,675
Fee due City/Town:	\$3,850 (\$7,675/2 + 12.50)
Fee due State:	\$3,825 (\$7,675/2 - \$12.50)

**Example 3:** Construction of a parking lot and three storm drain outlets within Bordering Land Subject to Flooding (BLSF), and within the Riverfront Area (RA). A septic system will be constructed within a Buffer Zone of a BVW that is also within RA.

There is one Category 1 activity (i.e. septic system in Buffer Zone) and four category 2 activities (2.b. parking lot and (2.g., three storm drain outlets):

Fee for parking lot: \$500 (BLSF) x 1.5 (RA)	= \$ 750
Fee for storm drain: \$1,500 (3 storm drains in BLSF) x 1.5 (RA)	= \$2,250
Fee for septic system: \$110 (Buffer Zone) x 1.5 (RA)	= \$ 165
Total Fee:	\$3,165
Fee due City/Town:	\$1,595 (\$3,165/2 + \$12.50)
Fee due State:	\$1,570 (\$3,165/2 - \$12.50)



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*Mail transmittal forms and DEP payments, payable to:*

Commonwealth of Massachusetts  
Department of Environmental Protection  
Box 4062  
Boston, MA 02211

### **INSTRUCTIONS TO STORMWATER MANAGEMENT FORM.**

**SEE INSTRUCTIONS TO SECTION D, ITEM 6, ABOVE.**



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### **TOWNS WITH ACECs WITHIN THEIR BOUNDARIES**

<b>Town</b>	<b>ACEC NAME</b>	<b>Town</b>	<b>ACEC NAME</b>
Ashby	Squannassit	Lunenburg	Squannassit
Ayer	Petapawag and Squannassit	Lynn	Rumney Marshes
Barnstable	Sandy Neck/Barnstable Harbor	Mansfield	Canoe River Aquifer
Bolton	Central Nashua River Valley	Mashpee	Waquoit Bay
Boston	Rumney Marshes	Melrose	Golden Hills
	Fowl Meadow and Ponkapoag Bog	Milton	Fowl Meadow and Ponkapoag Bog
	Neponset River Estuary		Neponset River Estuary
Bourne	Pocasset River	Mt Washington	Karner Brook Watershed,
	Herring River Watershed		Schenob Brook
	Bourne Back River	Newbury	Parker River/Essex Bay
Braintree	Cranberry Brook Watershed	Norton	Hockomock Swamp
Brewster	Pleasant Bay, Inner Cape Cod Bay		Canoe River Aquifer
Bridgewater	Hockomock Swamp	Norwood	Fowl Meadow and Ponkapoag Bog
Canton	Fowl Meadow and Ponkapoag Bog	Orleans	Inner Cape Cod Bay, Pleasant Bay
Chatham	Pleasant Bay	Pepperell	Petapawag and Squannassit
Cohasset	Weir River	Peru	Hinsdale Flats Watershed
Dalton	Hinsdale Flats Watershed	Plymouth	Herring River Watershed,
Dedham	Fowl Meadow and Ponkapoag Bog		Ellisville Harbor
Dunstable	Petapawag	Quincy	Neponset River Estuary
Eastham	Inner Cape Cod Bay	Randolph	Fowl Meadow and Ponkapoag Bog
	Wellfleet Harbor	Raynham	Hockomock Swamp
Easton	Canoe River Aquifer	Revere	Rumney Marshes
	Hockomock Swamp	Rowley	Parker River/Essex Bay
Egremont	Karner Brook Watershed	Sandwich	Sandy Neck/Barnstable Harbor
Essex	Parker River/Essex Bay	Saugus	Rumney Marshes, Golden Hills
Falmouth	Waquoit Bay	Sharon	Canoe River Aquifer
Foxborough	Canoe River Aquifer		Fowl Meadow and Ponkapoag Bog
Gloucester	Parker River/Essex Bay	Sheffield	Schenob Brook
Groton	Petapawag and Squannassit	Shirley	Squannassit
Grafton	Miscoe-Warren-Whitehall Watersheds	Stockbridge	Kampoosa Bog Drainage Basin
Harvard	Central Nashua River Valley	Taunton	Hockomock Swamp, Canoe River Aquifer
	Squannassit	Townsend	Squannassit
Harwich	Pleasant Bay	Truro	Wellfleet Harbor
Hingham	Weir River, Weymouth Back River	Tyngsborough	Petapawag
Hinsdale	Hinsdale Flats Watershed	Upton	Miscoe-Warren-Whitehall Watersheds
Holbrook	Cranberry Brook Watershed	Wakefield	Golden Hills
Hopkinton	Westborough Cedar Swamp	Washington	Hinsdale Flats Watershed
	Miscoe-Warren-Whitehall Watersheds	Wellfleet	Wellfleet Harbor
Hull	Weir River	W Bridgewater	Hockomock Swamp
Ipswich	Parker River/Essex Bay	Westborough	Westborough Cedar Swamp
Lancaster	Central Nashua River Valley	Westwood	Fowl Meadow and Ponkapoag Bog
	Squannassit	Weymouth	Weymouth Back River
Lee	Kampoosa Bog Drainage Basin	Winthrop	Rumney Marshes
Leominster	Central Nashua River Valley		



Massachusetts Department of Environmental Protection

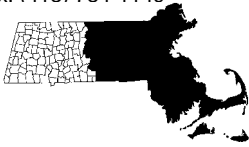
# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Rainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
Tolland

Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



Acton  
Ashburnham  
Ashby  
Athol  
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Ayer  
Barre  
Bellingham  
Berlin  
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Boylston  
Brookfield

Charlton  
Clinton  
Douglas  
Dudley  
Dunstable  
East Brookfield  
Fitchburg  
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Grafton  
Groton  
Harvard  
Hardwick  
Holden  
Hopdale

Hopkinton  
Hubbardston  
Hudson  
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Marlborough  
Maynard  
Medway  
Mendon  
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Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
Oakham  
Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
Royalston

Rutland  
Shirley  
Shrewsbury  
Southborough  
Southbridge  
Spencer  
Sterling  
Stow  
Sturbridge  
Sutton  
Templeton  
Townsend  
Tyngsborough  
Upton

Uxbridge  
Warren  
Webster  
Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



Abington  
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Attleboro  
Avon  
Barnstable  
Berkley  
Bourne  
Brewster  
Bridgewater  
Brockton  
Carver  
Chatham  
Chilmark

Dartmouth  
Dennis  
Dighton  
Duxbury  
Eastham  
East Bridgewater  
Easton  
Edgartown  
Fairhaven  
Fall River  
Falmouth  
Foxborough  
Franklin

Freetown  
Gay Head  
Gosnold  
Halifax  
Hanover  
Hanson  
Harwich  
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Mansfield  
Marion  
Marshfield  
Mashpee

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Middleborough  
Nantucket  
New Bedford  
North Attleborough  
Norton  
Norwell  
Oak Bluffs  
Orleans  
Pembroke  
Plainville  
Plymouth  
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Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868



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Braintree  
Brookline  
Burlington  
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Carlisle

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Chelsea  
Cohasset  
Concord  
Danvers  
Dedham  
Dover  
Dracut  
Essex  
Everett  
Framingham  
Georgetown  
Gloucester  
Groveland  
Hamilton  
Haverhill

Hingham  
Holbrook  
Hull  
Ipswich  
Lawrence  
Lexington  
Lincoln  
Lowell  
Lynn  
Lynnfield  
Malden  
Manchester-By-The-Sea  
Marblehead  
Medfield  
Medford  
Melrose

Merrimac  
Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Newbury  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
Wellesley  
Wenham  
West Newbury  
Weston  
Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands

# WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

## A. General Information

1. Project Location (**Note:** electronic filers will click on button for GIS locator):

a. Street Address

b. City/Town

c. Zip Code

Latitude and Longitude, if Known:

d. Latitude

e. Longitude

f. Assessors Map/Plat Number

g. Parcel /Lot Number

### Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



2. Applicant:

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

3. Property owner (if different from applicant):

☐ Check if more than one owner

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

4. Representative (if any):

a. Firm

b. Contact Person First Name

c. Contact Person Last Name

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

5. Total WPA Fee Paid (from NOI Wetland Fee Transmittal Form):

a. Total Fee Paid

b. State Fee Paid

c. City/Town Fee Paid

6. General Project Description:

☐ Select if you want to see Wetland Fee Transmittal Form.



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### A. General Information (continued)

7. Project Type Checklist:

- a. ☐ Single Family Home
- b. ☐ Residential Subdivision
- c. ☐ Limited Project Driveway Crossing
- d. ☐ Commercial/Industrial
- e. ☐ Dock/Pier
- f. ☐ Utilities
- g. ☐ Coastal Engineering Structure
- h. ☐ Agriculture – cranberries, forestry
- i. ☐ Transportation
- j. ☐ Other

8. Property recorded at the Registry of Deeds for:

- a. County \_\_\_\_\_
- b. Book \_\_\_\_\_
- c. Page Number \_\_\_\_\_
- d. Certificate # (if registered land) \_\_\_\_\_

9. Buffer Zone Only

Is the project located only in the Buffer Zone of a bordering vegetated wetland, inland bank, or coastal bank, coastal beach, coastal dune, or salt marsh?

- a. ☐ Yes                      If yes, skip to Section C.
- b. ☐ No                        If no, check the resource areas to be affected by this project, directly below.





## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### B. Resource Area Effects

#### 1. Inland Resource Areas

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

#### Online Users:

Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	1. linear feet	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet 3. cubic yards dredged	2. square feet
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet 3. cubic feet of flood storage lost	2. square feet 4. cubic feet of flood storage replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet 2. cubic feet of flood storage lost	3. cubic feet of flood storage replaced
f. <input type="checkbox"/> Riverfront area		

1. Name of Waterway (if available):

2. Width of Riverfront Area (check one):

- ☐ 25 ft. - Designated Densely Developed Areas only
- ☐ 100 ft. - New agricultural projects only
- ☐ 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project:

Square Feet

4. Proposed alteration of the Riverfront Area:

a. Total Square Feet

b. Square Feet within 100 ft.

c. Square Feet between 100 ft. and 200 ft.

5. Has an alternatives analysis been done and is it attached to this NOI? ☐ Yes ☐ No

6. Was the lot where the activity is proposed created prior to August 1, 1996? ☐ Yes ☐ No



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### B. Resource Area Effects (continued)

#### 2. Coastal Resource Areas:

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

#### Online Users:

Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below	
b. <input type="checkbox"/> Land Under the Ocean	1. Square feet 2. Cubic yards dredged	
c. <input type="checkbox"/> Barrier Beach	Indicate size under Coastal Beaches and/or Coastal Dunes below	
d. <input type="checkbox"/> Coastal Beaches	1. Square feet	2. Cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	1. Square feet	2. Cubic yards dune nourishment
f. <input type="checkbox"/> Coastal Banks	1. Linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	1. Square feet	
h. <input type="checkbox"/> Salt Marshes	1. Square feet	2. Sq ft restoration, rehab., or creation
i. <input type="checkbox"/> Land Under Salt Ponds	1. Square feet 2. Cubic yards dredged	
j. <input type="checkbox"/> Land Containing Shellfish	1. Square feet	2. Square feet restoration, rehab.
k. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above 1. Cubic yards dredged	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. Square feet	

#### 3. Limited Project:

Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 or 310 CMR 10.53?

a. ☐ Yes ☐ No If yes, describe which limited project applies to this project:

b. Limited Project



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### C. Bordering Vegetated Wetland Delineation Methodology

Check all methods used to delineate the Bordering Vegetated Wetland (BVW) boundary:

**Online Users:**

Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

1. ☐ Final Order of Resource Area Delineation issued by Conservation Commission or DEP (attached)
2. ☐ DEP BVW Field Data Form (attached)
3. ☐ Final Determination of Applicability issued by Conservation Commission or DEP (attached)
4. ☐ Other Methods for Determining the BVW Boundary (attach documentation):
  - a. ☐ 50% or more wetland indicator plants
  - b. ☐ Saturated/inundated conditions exist
  - c. ☐ Groundwater indicators
  - d. ☐ Direct observation
  - e. ☐ Hydric soil indicators
  - f. ☐ Credible evidence of conditions prior to disturbance

### D. Other Applicable Standards and Requirements

1. Is any portion of the proposed project located in estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program?

- a. ☐ Yes ☐ No If yes, include proof of mailing or hand delivery of NOI to:  
Natural Heritage and Endangered Species Program  
Division of Fisheries and Wildlife  
Route 135, North Drive  
Westborough, MA 01581

b. Date of Map

2. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?

- ☐ Yes ☐ No If yes, include proof of mailing or hand delivery of NOI to:  
Massachusetts Division of Marine Fisheries  
251 Causeway Street, Suite 400  
Boston, MA 02114

☐ Not applicable – project is in inland resource area only



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### D. Other Applicable Standards and Requirements (continued)

3. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?

a. ☐ Yes ☐ No

If yes, provide name of ACEC (see instructions to WPA Form 3 or DEP Website for ACEC locations). **Note:** electronic filers click on Website.

b. ACEC

**Online Users:** Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

4. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?

a. ☐ Yes ☐ No

5. Is any activity within any Resource Area or Buffer Zone exempt from performance standards of the wetlands regulations, 310 CMR 10.00.

a. ☐ Yes ☐ No

If yes, describe which exemption applies to this project:

b. Exemption

6. Is this project subject to the DEP Stormwater Policy? a. ☐ Yes ☐ No

b. If yes, stormwater management measures are required. Applicants should complete the Stormwater Management Form and submit it with this form.

c. If no, explain why the project is exempt:

### E. Additional Information

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

**Online Users:** Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. ☐ USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. ☐ Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

**Online Users:**  
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

### E. Additional Information (continued)

3. ☐ Other material identifying and explaining the determination of resource area boundaries shown on plans (e.g., a DEP BVW Field Data Form).
4. ☐ List the titles and dates for all plans and other materials submitted with this NOI.
5. ☐ If there is more than one property owner, please attach a list of these property owners not listed on this form.
6. ☐ Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. ☐ Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. ☐ Attach NOI Wetland Fee Transmittal Form
9. ☐ Attach Stormwater Management Form, if needed.

### F. Fees

The fees for work proposed under each Notice of Intent must be calculated and submitted to the Conservation Commission and the Department (see Instructions and NOI Wetland Fee Transmittal Form).

No fee shall be assessed for projects of the federal government, the Department, or cities and towns of the Commonwealth.

Applicants must submit the following information (in addition to pages 1 and 2 of the NOI Wetland Fee Transmittal Form) to confirm fee payment:

1. Municipal Check Number

2. Check date

3. State Check Number

4. Check date

5. Payor name on check: First Name

6. Payor name on check: Last Name



## WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:

DEP File Number

Document Transaction Number

City/Town

### G. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Representative (if any)

\_\_\_\_\_  
Date

#### For Conservation Commission:

Two copies of the completed Notice of Intent (Form 3), including supporting plans and documents; two copies of pages 1 and 2 of the NOI Wetland Fee Transmittal Form; and the city/town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

#### For DEP:

One copy of the completed Notice of Intent (Form 3), including supporting plans and documents; one copy of pages 1 and 2 of the NOI Wetland Fee Transmittal Form; and a copy of the state fee payment must be sent to the DEP Regional Office (see Instructions) by certified mail or hand delivery. (E-filers may submit these electronically.)

#### Other:

If the applicant has checked the "yes" box in any part of Section D, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.





Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
**NOI Wetland Fee Transmittal Form**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



## A. Applicant Information

1. Applicant:

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

2. Property Owner (if different):

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

3. Project Location:

a. Street Address

b. City/Town

To calculate filing fees, refer to the category fee list and examples in the instructions for filling out WPA Form 3 (Notice of Intent).

## B. Fees

### Notice of Intent (Form 3) or Abbreviated Notice of Intent (Form 4):

The fee should be calculated using the following six-step process and worksheet. **Please see Instructions before filling out worksheet.**

**Step 1/Type of Activity:** Describe each type of activity that will occur in wetland resource area and buffer zone.

**Step 2/Number of Activities:** Identify the number of each type of activity.

**Step 3/Individual Activity Fee:** Identify each activity fee from the six project categories listed in the instructions.

**Step 4/Subtotal Activity Fee:** Multiply the number of activities (identified in Step 2) times the fee per category (identified in Step 3) to reach a subtotal fee amount. Note: If any of these activities are in a Riverfront Area in addition to another Resource Area or the Buffer Zone, the fee per activity should be multiplied by 1.5 and then added to the subtotal amount.

**Step 5/Total Project Fee:** Determine the total project fee by adding the subtotal amounts from Step 4.

**Step 6/Fee Payments:** To calculate the state share of the fee, divide the total fee in half and subtract \$12.50. To calculate the city/town share of the fee, divide the total fee in half and add \$12.50.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
**NOI Wetland Fee Transmittal Form**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

**B. Fees** (continued)

Step 1/Type of Activity	Step 2/Number of Activities	Step 3/Individual Activity Fee	Step 4/Subtotal Activity Fee

**Step 5/Total Project Fee:**

**Step 6/Fee Payments:**

Total Project Fee:

a. Total fee from Step 5

State share of filing fee:

b. 1/2 total fee **less** \$12.50

City/Town share of filing fee:

c. 1/2 total fee **plus** \$12.50

**C. Submittal Requirements**

- a.) Complete pages 1 and 2 and send with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts.

Department of Environmental Protection  
Box 4062  
Boston, MA 02211

- b.) **To the Conservation Commission:** Send the Notice of Intent or Abbreviated Notice of Intent; a **copy** of pages 1 and 2 of this form; and the city/town fee payment.
- c.) **To DEP Regional Office** (see Instructions): Send the Notice of Intent or Abbreviated Notice of Intent; a **copy** of pages 1 and 2 of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
**Stormwater Management Form**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

## A. Property Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**Note:**

This November 2000 version of the Stormwater Management Form supersedes earlier versions including those contained in DEP's Stormwater Handbooks.

1. The proposed project is:
  - a. New development ☐ Yes ☐ No
  - b. Redevelopment ☐ Yes ☐ No
  - c. Combination ☐ Yes ☐ No (If yes, distinguish redevelopment components from new development components on plans).
2. Stormwater runoff to be treated for water quality is based on the following calculations:
  - a. ☐ 1 inch of runoff x total impervious area of post-development site for discharge to **critical areas** (Outstanding Resource Waters, recharge areas of public water supplies, shellfish growing areas, swimming beaches, cold water fisheries).
  - b. ☐ 0.5 inches of runoff x total impervious area of post-development site for other resource areas.

## B. Stormwater Management Standards

DEP's Stormwater Management Policy (March 1997) includes nine standards that are listed on the following pages. Check the appropriate boxes for each standard and provide documentation and additional information when applicable.

### Standard #1: Untreated stormwater

- a. ☐ The project is designed so that new stormwater point discharges do not discharge untreated stormwater into, or cause erosion to, wetlands and waters.

### Standard #2: Post-development peak discharges rates

- a. ☐ Not applicable – project site contains waters subject to tidal action.

Post-development peak discharge does not exceed pre-development rates on the site at the point of discharge or downgradient property boundary for the 2-yr, 10-yr, and 100-yr, 24-hr storm.

- b. ☐ Without stormwater controls
- c. ☐ With stormwater controls designed for the 2-yr, and 10-yr storm, 24-hr storm.
- d. ☐ The project as designed will not increase off-site flooding impacts from the 100-yr, 24-hr storm.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands  
**Stormwater Management Form**  
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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**B. Stormwater Management Standards (cont.)**

**Standard #3: Recharge to groundwater**

Amount of impervious area (sq. ft.) to be infiltrated: \_\_\_\_\_  
a. square feet

Volume to be recharged is based on:

b. ☐ The following Natural Resources Conservation Service hydrologic soils groups (e.g. A, B, C, D, or UA) or any combination of groups:

1. % of impervious area	2. Hydrologic soil group	3. % of impervious area	4. Hydrologic soil group
5. % of impervious area	6. Hydrologic soil group	7. % of impervious area	8. Hydrologic soil group

c. ☐ Site specific pre-development conditions: \_\_\_\_\_  
1. Recharge rate \_\_\_\_\_ 2. Volume \_\_\_\_\_

d. Describe how the calculations were determined:

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e. List each BMP or nonstructural measure used to meet Standard #3 (e.g. dry well, infiltration trench).

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Does the annual groundwater recharge for the post-development site approximate the annual recharge from existing site conditions?

f. ☐ Yes ☐ No

**Standard #4: 80% TSS Removal**

a. ☐ The proposed stormwater management system will remove 80% of the post-development site's average annual Total Suspended Solids (TSS) load.

b. Identify the BMP's proposed for the project and describe how the 80% TSS removal will be achieved.

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**B. Stormwater Management Standards (cont.)**

c. If the project is redevelopment, explain how much TSS will be removed and briefly explain why 80% removal cannot be achieved.

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**Standard #5: Higher potential pollutant loads**

Does the project site contain land uses with higher potential pollutant loads

a. ☐ Yes    ☐ No    b. If yes, describe land uses:

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c. Identify the BMPs selected to treat stormwater runoff. If infiltration measures are proposed, describe the pretreatment. (Note: If the area of higher potential pollutant loading is upgradient of a critical area, infiltration is not allowed.)

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**Standard #6: Protection of critical areas**

Will the project discharge to or affect a critical area?

a. ☐ Yes    ☐ No    b. If yes, describe areas:

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c. Identify the BMPs selected for stormwater discharges in these areas and describe how BMPs meet restrictions listed on pages I-27 and I-28 of the Stormwater Policy Handbook – Vol. I:

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See Stormwater Policy Handbook Vol. I, page I-23, for land uses of high pollutant loading (see Instructions).

See Stormwater Policy Handbook Vol. I, page I-25, for critical areas (see Instructions).



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**B. Stormwater Management Standards (cont.)**

Note:  
components of  
redevelopment  
projects which  
plan to develop  
previously  
undeveloped  
areas do not fall  
under the scope  
of Standard 7.

**Standard #7: Redevelopment projects**

Is the proposed activity a redevelopment project?

a. ☐ Yes    ☐ No

b. If yes, the following stormwater management standards have been met:

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c. The following stormwater standards have not been met for the following reasons:

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d. ☐ The proposed project will reduce the annual pollutant load on the site with new or improved stormwater control.

**Standard #8: Erosion/sediment control**

a. ☐ Erosion and sediment controls are incorporated into the project design to prevent erosion, control sediments, and stabilize exposed soils during construction or land disturbance.

**Standard #9: Operation/maintenance plan**

a. ☐ An operation and maintenance plan for the post-development stormwater controls have been developed. The plan includes ownership of the stormwater BMPs, parties responsible for operation and maintenance, schedule for inspection and maintenance, routine and long-term maintenance responsibilities, and provision for appropriate access and maintenance easements extending from a public right-of-way to the stormwater controls.

b. Plan/Title

c. Date

d. Plan/Title

e. Date





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## C. Submittal Requirements

### Online Users:

Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

DEP recommends that applicants submit this form, as well as, supporting documentation and plans, with the Notice of Intent to provide stormwater management information for Commission review consistent with the wetland regulations (310 CMR 10.05 (6)(b)) and DEP's Stormwater Management Policy (March 1997). If a particular stormwater management standard cannot be met, information should be provided to demonstrate how equivalent water quality and water quantity protection will be provided. DEP encourages engineers to use this form to certify that the project meets the stormwater management standards as well as acceptable engineering standards. For more information, consult the Stormwater Management Policy.

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## D. Signatures

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representative (if any)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature